

MINUTES
SPECIAL MEETING OF
THE BOARD OF SUPERVISORS
December 2, 2020 at 6:00pm

Web Conference Link posted on the District website, www.rcswd.com,
and the District Facebook page for public attendance.

MEMBERS PRESENT:

Castleton	Tim Gilbert	Mt. Holly	Clint Woolley
Clarendon	Robert Bixby	Pittsford	Bill Drummond
Ira	Larry Taggart		Nancy Gaudreau
Mendon	Susannah Loffredo		Carrie Covey
	Chet Brown		Rebecca Mattis

OTHERS PRESENT:

Mark Shea, RCSWD Manager	Daniel Hofman, RCSWD Program Manager
Gregory Giles, RCSWD Treasurer	Brian Sales, RCSWD Outreach Coordinator

1. CALL BOARD MEETING TO ORDER

Mr. Taggart called the video/phone conference call meeting to order at 6:55pm.

PUBLIC MEETING FOR SWIP

Ms. Covey made a motion to go into public meeting. Chairman Taggart seconded the motion. The motion passed unanimously.

Chairman Taggart stated that the SWIP was discussed in detail in the E-Board Meeting. Mr. Sales gave a brief overview of what was discussed in the E-Board Meeting. There were no questions from Board or the Public. Mr. Gilbert made a motion to accept the SWIP as presented. Ms. Covey seconded the motion. A roll call vote was held to determine all those in favor and the motion passed unanimously.

2. APPROVAL OF E-BOARD MINUTES OF NOVEMBER 4, 2020

Mr. Shea asked for the minutes to be amended to state the meeting was an informational meeting due to a lack of a quorum. A motion was made by Ms. Mattis to approve the minutes from the meeting on November 4 with the stated amendment. Ms. Covey provided a second. A roll call vote was held to determine all those in favor and the motion passed unanimously.

3. STORMWATER REMEDIATION DRAFT PROPOSAL

Mr. Shea explained that the engineer provided a ~\$250,000 proposal to resolve the stormwater issue at 1 Smith Road. Mr. Shea further explained that the engineer requested a \$4,000 addendum that would require execution of an agreement. Mr. Shea stated that he would like to keep the Board informed and asked for any questions. Ms. Mattis stated that the engineer information was not in the packet of information. Mr. Shea stated that a lot of the material is in the last packet. Mr. Shea put the engineering proposal up on the screen and discussed the intricacies of the proposal further.

4. 2021 ON-LINE DISTRICT PERMIT PROCESS

Mr. Shea gave an overview of the website involved with the new permit process. Mr. Shea illustrated on-screen what the new permit on-line generator looks like. Mr. Shea stated that this system would help with the District's data tracking. Mr. McGuigan asked if the bar code on the new permit would be functional to scan. Mr. Shea stated that enabling the bar code scanning would be a project for next year. Mr. Gilbert asked if the Town of Castleton would be tracked. Mr. Shea stated that those Towns would be included in the permit system along with other in district towns that had transfer stations that charged for their annual permit for their residents. Ms. Covey how tracking would work for secondary vehicles. Mr. Shea stated that on your permit you would put your secondary vehicle on the permit and the customer would not be charged for an additional vehicle. A brief discussion ensued about the transferability regarding permits. It was agreed that this would be so few occurrences and should not be an issue.

5. APPROVAL OF THE 2019 INDEPENDENT AUDITORS' REPORT

Ms. Mattis made a motion to approve the independent audit report. Ms. Covey seconded the motion. A roll call vote was held to determine all those in favor and the motion passed unanimously.

6. ADDITIONAL MEMBER TOWN TO THE DISTRICT PROPOSAL

Mr. Shea stated that the Town of Pittsfield was interested in joining the RCSWD. Mr. Shea stated that RCSWD Charter requires that the town bring this wish to Pittsfield registered voter before acceptance to the district. There was no objection to pursuing and assisting Pittsfield in being added to the District. There was a brief discussion regarding equity of other Towns paying fees for some time and new towns entering the District.

7. UPDATE DISTRICTS BANK ACCOUNTS FOR NEW AUTHORIZED SIGNER

Mr. Shea stated that the banking information needs to be updated now that Daniel Hofman is employee be added and Jenna Robles be removed from the back accounts paperwork Mr. Gilliam made a motion to update the District's Peoples Bank Accounts and Berkshire Bank Account. This was seconded by Ms. Covey.

A roll call vote was held to determine all those in favor and the motion passed unanimously.

8. MONTHLY FINANCIALS

Mr. Shea and Mr. Giles agreed that the District is in good financial position at this point in the year.

9. 2021 CAPITAL IMPROVEMENT PLAN AND BUDGET

Chairman Taggart emphasized that there was discussion during the E-Board meeting regarding changes to the permit structure. Mr. Shea displayed the rate increase on-screen. Mr. Shea stated that rate increases had never been done and stated that he would like the to increase the rates by 50 percent. Chairman Taggart stated that the approval of the proposed budget would require an approved fee increase because the budget that was created includes the displayed rate increase. Ms. Mattis asked what the surcharge is. Mr. Shea explained that the surcharge is a \$19.97 per ton charge to Towns for waste that is hauled to the Transfer Station. There was a discussion regarding how the surcharge is assessed and paid. Mr. McGuigan made a motion to approve the presented budget for \$1,976,370 with the new increased fee structure changes and Capital Improvement Plan. Mr. Taggart asked, is the \$50,000 for the compost project was in the budget. Mr. Shea stated the \$50,000 was in the budget in the Capital Plan, however, he explained numerous projects for which these funds could be used for. It is the Boards wishes not to proceed with composting at this time. There was a brief discussion to clarify the total budget number. Chairman Taggart asked if the new website was included in the budget. Mr. Shea stated that the \$3,000 for the website was

Mr. Gillam seconded the motion. A roll call vote was held to determine, all those in favor and the motion passed unanimously.

10. MANAGER'S REPORT

Mr. Shea stated that he needs approval to execute the contract with the website company Civic Plus. Ms. Covey mate a motion to execute the contract with Civic Plus. Mr. Gillam seconded the motion. A roll call vote was held to determine all those in favor and the motion passed unanimously.

Mr. Shea stated that he has a draft vehicle policy, as recommended in the November 30 E-Board meeting. Mr. Shea stated that he would present the policy at the next Board meeting.

Mr. Shea notified the Board that another task that he would pursue would be in improving and developing the personnel policy with the Board.

Mr. Shea stated that he would be conducting performance evaluations on employees soon.

11. PUBLIC COMMENT

A moment was given to allow for public comment; however, no members of the public had joined the meeting.

12. EXECUTIVE SESSION: 1 VSA SEC. 313(1)(E) LEGAL (*IF NEEDED*)

Executive session was not needed.

13. ADJOURN

Ms. Mattis moved to adjourn. Ms. Covey provided the second. A roll call was conducted to determine all those in favor and the motion passed unanimously. The meeting adjourned at 8:08pm.

Respectfully submitted,

Daniel Hofman